

CITY OF BAINBRIDGE ISLAND

Job Description



Title: Permit Specialist	JD: 112
Department: Planning and Community Development	Effective Date: Jan. 1, 2011, rev Feb. 13, 2015
Reports To: Building Official; Planning Manager	FLSA Status: Non-Exempt
Supervises: N/A	Union Status: Represented

SUMMARY:

The Permit Specialist is the first contact for customers seeking information or assistance regarding the City's codes and permitting processes. The Permit Specialist responds to each inquiry with information in accordance with the customer's level of technical understanding in an accurate, competent, efficient and professional manner.

The Permit Specialist is also responsible for working with management staff to evaluate current permit processing and tracking procedures, researching possible improvements to streamline permitting processes and assisting in the implementation of new processes.

ESSENTIAL FUNCTIONS:

Acts as primary contact for the department; provides advanced technical permitting, and development review information to citizens, developers, builders, contractors, engineers, architects, other City departments and the general public; responsible for initial review of incoming permits.

In consultation with management staff, develops, coordinates and administers department permitting system, including evaluating current permit processing and tracking procedures, identifying problems, researching improvements to streamline permitting process and implementing procedural changes.

Researches, analyzes and prepares of variety of reports and statistical summaries, requiring judgment as to content, accuracy and completeness.

Provides technical assistance to development professionals and the general public regarding applicable codes, ordinances and regulations involved in the permit process.

Interprets information for customers about basic construction/design requirements, land-use related procedures and regulations, development standards and process information, permit costs and other procedural issues.

Assists the public in completing applications for building, planning and other related permits issued by the Department.

Reviews, processes and issues permit applications for purposes including street use, business licenses, clearing and grading, building, plumbing, electrical, mechanical permits. Performs a wide variety of advanced technical duties to support the permitting process.

Tracks and answers questions related to status of permit applications; contacts applicant when permit is ready for issuance; communicates with personnel from other departments regarding status of permits.

Calculates and assigns permit fees; performs Energy Code Compliance reviews; oversees updating public information materials relating to the permitting process and building codes; performs various field inspections as assigned.

Plans day-to-day and project assignments, attends meetings and, together with the Building Official or Planning Manager and other colleagues, sets and maintains workloads and priorities.

Maintains timely and regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Other duties and responsibilities include projects and backup tasks for colleagues, and helping to train new employees or persons in other departments.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES:

Any combination of experience and training that provides the desired skills, knowledge and abilities is qualifying. Graduation from high school or equivalent with continuing education and three years' experience in a public agency permit counter setting, such as Planning, Building, Public Works or similar environment with development plan review, inspection or permit issuance work experience which includes dealing directly with the public is preferred. College coursework in planning- or building-related field may substitute for up to one year of the experience requirement.

Knowledge of:

- Construction technology, terminology, building materials, methods of construction and applicable building codes, including but not limited to the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code and the Washington State Energy Code (Building Division Position).
- Zoning and land use practices, codes and procedures (Planning Division Position).
- City development regulations, building codes, engineering policies, and related processes.
- Computerized permit tracking systems and geographic information systems (GIS) programs.
- FEMA flood plain regulations and FEMA mapping.

Ability to:

- Read and interpret maps, property descriptions, blueprints, construction plans and specifications.
- Explain City procedures/processes to individuals of various levels of technical sophistication, presenting technical concepts.
- Maintain records and prepare written reports.

- Communicate clearly, tactfully and persuasively to groups or individuals, orally and in writing in difficult situations.
- Operate computer hardware and use word processing, spreadsheet, work management and other software applications, as required.
- Understand and use an architecture and engineering scale.
- Perform basic math calculations (addition, subtraction, multiplication, division).
- Establish and maintain effective working relationships with colleagues and senior management team, as well as contractors, developers and the general public.
- Present a positive, professional image of the City through excellent customer service.
- Defuse angry or agitated people.
- Learn quickly.

REQUIRED LICENSING AND CERTIFICATION:

- Valid Washington State Driver's License
- Building Division: Certification from the International Code Council as a Building Permit Technician or ability to obtain certification within one year of hire

WORKING CONDITIONS:

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other events outside normal hours may be required. Work is performed primarily indoors in a busy public office easily accessible to department personnel and the public. The employee faces the challenge of performing detailed, technical work requiring a high degree of concentration while continuing to respond to requests for information and/or assistance. Occasional work outdoors may be required to assist on investigations or to check the status of permits, and may require the ability to stoop, bend, walk over rough grounds, crawl and perform other such physical activities. Outdoor exposure to common hazards may include dampness, direct sunlight, dust, pollen, pesticides, insecticides, insect stings, noxious odors, fumes or chemicals and smoke. Hazardous areas routinely encountered include open ditches, heavy machinery, construction materials, excessive noise and vehicle traffic. Protective clothing is not generally required for completion of job requirements; however, a hard hat and reflective vest may be used in some situations.

PHYSICAL REQUIREMENTS:

The employee in this classification must have the overall stamina and ability to perform moderate to strenuous physical activity. Job requirements may include the ability to climb, bend and work in tight or confined areas. In addition, close vision, color vision, depth perception and far vision are essential to performance of the position. Corrective lenses may be utilized. The employee must be able to discern voice conversations, hear alarms and have the ability to audibly identify the presence of a danger or hazard. The employee may be required to sit for prolonged periods of time or work in a confined space and manipulate a computer keyboard, which requires repetitive motion tasks.

Equal Opportunity Employer - Americans with Disabilities Act

*The City of Bainbridge Island is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.*

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.

This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.